

Implementation Specialist, Full-time, exempt

At [SPED Strategies](#), our mission is to transform how students with disabilities experience school every day. It's aspirational and requires a deep commitment to striving for excellence.

To achieve our mission, we're looking for a highly organized **Implementation Specialist** who has a track record of keeping projects moving seamlessly. You will manage the end-to-end experience of project delivery, ensuring clarity and efficiency at every stage. This role is devoted to the details, knowing that it makes or breaks the experience for our clients, participants, and collaborators.

As a nimble consulting firm, the way we approach our day to day work is constantly evolving by design. Successful employees on our team default to collaboration, value flexibility, lean into ambiguity, and embrace feedback. Our approach is not for everyone. If you want to build a different reality for students across the country alongside others who excel in their roles and expect the same from you, there is no better place to do it.

What you'll be doing as an Implementation Specialist:

- Serve as the person responsible for ensuring the success of project engagements including preparation and organization of materials, coordination of travel, and managing daily project activities
- Develop high-quality project collateral, seeking and integrating feedback from various perspectives
- Run towards solving project-related problems, communicating with colleagues, clients, and collaborators to seek input and provide updates as you do
- Step up to facilitate in-person and virtual learning experiences when needed
- Work closely with a Project Lead and Executive Team sponsor to reflect on and adjust in alignment with project data you collect and organize

What we'll look for in your previous experiences and expertise:

- Experience with project management including planning, communication, and prioritization
- Comfort with ambiguity and complexity paired with agile thinking when faced with challenges
- 3+ years of experience in K-12 education at schools or education adjacent institutions
- Belief in testing ideas and using feedback to pivot direction on projects and deliverables
- Experience facilitating adult professional learning
- Commitment to equity for all students, including students with disabilities
- Ability and willingness to travel for onsite engagements

Location

Being remote-first is essential to our company culture and organizational structure. As such, this full-time position will always operate from a home office. Travel to state, district, and school agencies is expected and can range from 20-50% of this role based on project need.

Compensation & Benefits Philosophy

The salary range for this position is \$65,000-\$75,000. New hires are typically brought into the organization at a salary between the range minimum and midpoint depending on experience, qualifications, and in alignment with internal equity.

We know successful teammates prioritize both their professional growth and personal successes. As such, we offer competitive benefits including monthly wellness stipends, generous vacation time, family friendly policies, and flexible work hours combined with a 401(K) with employer match program, 100% employer-paid health, dental, and vision insurance coverage and a portion of dependent care coverage, amongst others.

Equal Opportunity Employment Statement

SPED Strategies is an equal opportunity employer. All qualified applicants will be considered for employment without attention to disability, race, color, religion, sex, sexual orientation, gender identity, national origin, or veteran status.

SPED Strategies is also committed to providing reasonable accommodations to individuals with disabilities. If you need a reasonable accommodation because of a disability for any part of the employment process, please contact us at support@spedstrategies.com.

How to Apply

Please complete our job application which includes a set of questions and your resume submission, with the option to upload a cover letter. We will accept applications on a rolling basis, but those who apply before May 15 will be given priority. The steps in this hiring process are as follows: (1) hiring assessment, (2) 30-minute interview, (3) 1-hour video interview, (4) 1-2- hour performance task, (5) 1-hour interview, and (6) reference check.